

REDEVELOPMENT REQUEST FOR PROPOSAL



231-237 Pennsylvania Avenue, West
Warren, PA 16365
WN-576-7732-0000

CITY OF WARREN REDEVELOPMENT AUTHORITY

318 West Third Avenue, Warren, PA 16365

Issue Date: April 1, 2025

Proposal Deadline: 1:00 PM ET on June 30, 2025

The City of Warren Redevelopment Authority encourages Section 3, Minority, and Women Owned Business Enterprises to submit proposals.

Table of Contents

INTRODUCTION	4
PROJECT BACKGROUND	4
Location:	4
Zoning Designation:	4
Current Condition:.....	4
Vision:	5
Role of the RDA:.....	5
Community:.....	5
OBJECTIVES	5
SCOPE OF WORK	6
Site evaluation:	6
Concept Development:	6
Stakeholder Involvement	6
Final Design and Construction:.....	6
Project Management.....	6
Sustainability Measures:	7
Business Plan:	7
Ownership and Accountability:	7
PROPOSAL STRUCTURE	7
Letter of Interest.....	7
Project Narrative	7
Relevant Development Experience.....	8
Acquisition Offer.....	8
Project Timeline	8
Business Plan	8
Financial Capacity	8
Identification of Potential Roadblocks	8
References	9
Legal and Financial Documentation.....	9
BUDGET AND FUNDING	9
PROPOSAL EVALUATION CRITERIA	9
MANNER OF SUBMISSION	10
INQUIRIES AND ADDENDA	10

RDA RIGHTS AND DISCLAIMERS 10
POST-SELECTION11
EXHIBIT 1 12
EXHIBIT 2 13
EXHIBIT 3 14

INTRODUCTION

The City of Warren Redevelopment Authority (RDA) of Warren, PA, is soliciting proposals from qualified developers, architects, and urban planners with the capacity and creativity to design and execute a viable redevelopment plan to transform the parcel located at 231-237 Pennsylvania Avenue, West, Warren, PA. This property represents a key opportunity to revitalize Warren's historic downtown by fostering economic growth, enhancing community engagement, and creating a sustainable future.

The proposal that is submitted shall include the purchase and development of the parcel identified as WN-576-7732-0000.

The Authority welcomes your proposal and appreciates the opportunity to consider your plan to create a vibrant, sustainable future for the 231-237 Pennsylvania Avenue West property.

PROJECT BACKGROUND

1. Location:

231-237 Pennsylvania Avenue West is located in the heart of Warren's designated Historic District with nearby commercial, cultural, and civic hubs.

- a. The property is located on the southeast quadrant at the intersection of Pennsylvania Avenue West and Liberty Street and fronts on Pennsylvania Avenue West.
- b. Pennsylvania Avenue is the main east-west route through downtown Warren and Liberty Street provides an important link between the Allegheny Riverfront and the Downtown Business District.
- c. The property is located one block north of the proposed Allegheny Riverfront Development Area which includes plans for a riverfront public access area including a boat ramp for small watercraft, floating dock, stair access, vehicle and trailer parking areas, and an extension to the existing riverfront walking trail.
- d. The property abuts an existing commercial property and an alley separates it from the Clark Street Parking Garage.

2. Zoning Designation:

The property is located within the C-1 Central Commercial District. The City of Warren Zoning Ordinance may be viewed at <https://ecode360.com/WA2487/home>

3. Current Condition:

- a. The property is comprised of approximately 0.33 acre, generally rectangular in shape with approximately 140 feet of frontage on Pennsylvania Avenue.
- b. The eastern portion of the site is occupied by a one-story 4,900 square foot building constructed in 1920. See Exhibit 1
- c. The western portion of the property is undeveloped. See Exhibit 2

- d. The structure has not been certified as a blighted property; however, it meets the following blight criteria: vacant, lacks the essential services of water, electricity, gas (or other means of heating), and the roof requires repair or replacement. See Exhibit 3.
- e. Developers shall be given an opportunity to inspect the property (contact Randall Rossey at rossey@cityofwarrenpa.gov or 814-723-6300 Ext. 143) to make arrangements).
- f. If the selected developer elects to proceed after exercising its due diligence, it shall acquire the property in “As-Is, Where Is” condition.

4. **Vision:**

- a. This redevelopment aims to integrate the charm of Warren’s historical architecture with modern functional spaces that will invigorate the downtown area and benefit the community at large.
- b. It is desired that the project have first floor retail/commercial use with upper stories appropriate for a mix of uses (e.g., office spaces, apartments).
- c. New building construction should respect the traditional character of the commercial district with the building being at the sidewalk and a minimum of two to three stories in height.
- d. The redevelopment should include a building encompassing the entire site to the extent permitted by the City of Warren Zoning Ordinance (<https://ecode360.com/16083925#16083925>).

5. **Role of the RDA:**

The RDA will provide oversight, guidance, and potential incentives ensuring that the project aligns with community objectives including, but not limited to, the City of Warren Comprehensive Plan (www.cityofwarrenpa.gov/comp-plan) and the Downtown Strategic Plan (www.cityofwarrenpa.gov/rda).

6. **Community:**

Warren is the county seat of Warren County. The City’s 28-block National Register Historic District encompasses the downtown and adjacent residential areas to the east, north, and west of the downtown; contributing architectural styles in the District are diverse and date back to the early nineteenth century.

The City of Warren is bordered on the south by the Allegheny National Forest. The Allegheny River (2024 River of the Year) and Conewango Creek (2015 River of the Year) run through the City. US Routes 6 and 62 pass through Warren; Interstate 86 (east/west) is approximately 28 miles from the City.

OBJECTIVES

The redevelopment should:

- 1. Create a space combining retail, entertainment, educational, and/or commercial uses; may include upper story residential use
- 2. Reflect architectural harmony with Warren’s Historic District and incorporate salvageable architectural details in new construction (e.g., corbels) See Exhibit 3
- 3. Incorporate sustainable building practices and standards

4. Include accessible and inclusive design
5. Foster economic growth by attracting businesses (including complementary businesses within the downtown area) and creating sustainable long-term job opportunities
6. Provide public spaces or amenities that enhance community engagement
7. Deliver a clear and attainable long-term vision and demonstrate the project's benefit to the City of Warren

SCOPE OF WORK

1. **Site evaluation:**
 - a. Assess the site for structural integrity, environmental concerns, and required utility connections
2. **Concept Development:**
 - a. Propose uses for the property (e.g. retail, residential, office spaces)
 - b. Provide preliminary designs which include renderings and site plans
3. **Stakeholder Involvement**
 - a. Conduct stakeholder meetings to gather public input and/or
 - b. Utilize other means (e.g., surveys) to gather public input
4. **Final Design and Construction:**
 - a. Deliver final architectural and engineering designs
 - b. Oversee construction, ensuring compliance with all applicable regulations including, but not limited to, zoning, building codes, safety, and environmental regulations
5. **Project Management**
 - a. Develop an implementable timeline with milestones and deadlines
 - b. Ensure timely project completion within budget
 - c. Address potential roadblocks and propose solutions
 - d. Project Reporting: The successful developer must communicate regularly with the RDA regarding the project's status, impending complications, and proposed solutions.

6. Sustainability Measures:

- a. Incorporate energy-efficient systems, sustainable materials, and stormwater management in accord with all applicable regulations including the City of Warren Stormwater Management (<https://ecode360.com/16082487>)

7. Business Plan:

- a. Include a comprehensive business plan detailing both short- and long-term financial viability, revenue projections, and operational plans

8. Ownership and Accountability:

- a. Acknowledge that failure to meet agreed-upon milestones and deadlines may result in the property reverting back to the RDA

PROPOSAL STRUCTURE

These requirements are intended to establish a developer's overall capacity to complete this project and to meet the requirements and obligations associated with the project.

1. Letter of Interest which includes:

- a. Summary of the key points of the respondent's proposal and confirming an understanding of the project goals and requirements. The letter shall provide the full name of the primary contact person, business name, mailing address, phone number, and contact email address.
- b. Brief introduction of the development team highlighting qualifications, relevant experience, and interest in the project
- c. Brief outline of the project proposal

2. Project Narrative

- a. Detailed description of the development plan including use, design principles, expected occupancy, and long-term plans for the property
- b. Schematic drawing of the proposed project, including site plan and elevations
- c. Explanation of ownership entity (single owner, partnership, LLC)
- d. Prospective development timeline including major milestones (no more than two years for total development commencing upon closing on the property sale) unless there are approved extensions.
- e. Discussion of what, if any, zoning variances will be sought
- f. Discussion regarding economic impact including long-term jobs creation, tax generation (property and income), and increased consumer traffic in downtown
- g. Certify that the developer, its team members, and subcontractors are not on the Comptroller General's List of Ineligible Bidders.

3. Relevant Development Experience

- a. Brief organizational profile, including background and experience of the firm.
- b. Profiles of key personnel including resumes and relevant experience
- c. Include brief description of similar projects (date, location, concept)
- d. Other similar projects currently under development including photographs
- e. Description and role of development entity
- f. Detailed description of how the developer will engage the community for this project.
- g. References: Strong references include banks, municipal entities, co-developers, and press clippings that include project narratives to describe previous work

4. Acquisition Offer

- a. Proposed acquisition price

5. Project Timeline

- a. Detailed milestones and completion deadlines

6. Business Plan

- a. Proposed business uses
- b. Financial feasibility including five- and ten-year projections and startup/operational costs
- c. Community impact and alignment with Warren's economic goals
- d. Expected economic impact (e.g., job creation)

7. Financial Capacity

- a. Demonstrate the organization's financial ability to complete the project and to sustain the development upon completion; include a financial spreadsheet
- b. Identify the members of the development team, including any and all joint ventures, general or limited partners, and respective percentages of interest
- c. Role of each development partner in the implementation of the development plan with project schedule
- d. Discuss the developer's previous experience in attracting equity investors

8. Identification of Potential Roadblocks

- a. Highlight foreseeable challenges and provide strategic solutions to address them

9. References

- a. Include a minimum of three (3) professional references from past clients or collaborators

10. Legal and Financial Documentation

- a. Professional Liability Insurance: The developer team will provide evidence of professional liability insurance to include current limits, deductible, aggregate, and discovery period.
- b. Bonding capability
- c. Financial stability

BUDGET AND FUNDING

1. Preliminary development budget listing proposed sources and uses, including acquisition costs, and indicate funding gaps, if any
2. Prospective site preparation and construction budget
3. Developers are encouraged to propose creative funding strategies such as public-private partnerships, tax credits, or grant applications.
4. The RDA may assist with financial incentives such as tax abatements, infrastructure improvements, or other support to assist with the project

PROPOSAL EVALUATION CRITERIA

It is the RDA's intention to select the developer who presents the highest quality proposal for the optimal use of the subject property.

1. Proposals will be evaluated on the following criteria
 - a. Alignment with project objectives (20%)
 - b. Team qualifications and experience (15%)
 - c. Creativity and innovation in design (15%)
 - d. Feasibility and budget (15%)
 - e. Business Plan and occupancy strategy (20%)
 - f. Community engagement approach (10%)
 - g. Sustainability measures (5%)

[Remainder of this page intentionally left blank]

MANNER OF SUBMISSION

1. Submission Deadline: June 30, 2025, at 1:00 PM prevailing time
2. Submission Format:
 - a. Electronic submissions in PDF format are preferred and are to be submitted to:
Randall Rossey at rossey@cityofwarrenpa.gov
 - b. Optional hard copies may be sent to:
City of Warren Redevelopment Authority
c/o Randall Rossey, Director of Codes, Planning, and Zoning
318 West Third Avenue
Warren, PA 16365

INQUIRIES AND ADDENDA

1. In order to facilitate understanding of the RFP requirements, inquiries may be submitted by June 19, 2025, to the attention of Randall Rossey at rossey@cityofwarrenpa.gov.
2. Answers to questions that are posed will be considered to be non-binding unless incorporated in an addendum to the original RFP; if any addenda are issued, the proposal opening date may be extended at the discretion of the RDA.
3. Any addenda to the original RFP will be posted online at www.cityofwarrenpa.gov/rda

RDA RIGHTS AND DISCLAIMERS

1. Right of Refusal: The RDA shall be the sole judge as to the proposal which best meets the selection criteria and reserves the right to reject any and all proposals received as a result of this RFP or to negotiate in any manner necessary to serve the best interests of the City of Warren.
2. The RDA reserves the right to waive any submission requirements contained within this RFP and to waive any irregularities in any submitted proposal.
3. If there are no successful respondents, the RDA reserves the right to re-issue this RFP or to issue a new RFP.
4. Following project award, all RFP submissions are considered public records that are subject to the Pennsylvania Right to Know Law (https://www.openrecords.pa.gov/Documents/RTKL/PA_Right-To-Know_Law.pdf?pdf=20220418). Materials considered confidential/proprietary by the respondent must be clearly identified and include a statement as to why said records should not be considered public records.
5. This RFP does not commit the RDA to pay any expenses incurred in the preparation of a response to this RFP or in making any appearances before the RDA prior to the proposal being awarded.
6. Failure to meet project deadlines and/or milestones at any point on the project timeline may result in the property reverting to the RDA.
7. The RDA reserves the right to require that all permits, variances or special exceptions, and funding be in place prior to closing on the sale of the property

POST-SELECTION

Following selection of the successful developer, a formal agreement of sale and a contractual development agreement for services will be negotiated. If agreements cannot be reached, negotiations will then begin with the next highest rated developer and so forth until an agreement can be reached. The RDA reserves the right to cease negotiations with any and all developers and to re-let the project if deemed necessary. Required contract clauses shall be incorporated in the development agreement.

231-237 Pennsylvania Avenue East

Front of property – facing Pennsylvania Avenue



Building and vacant portion of the lot – Clark Street Parking Garage in the background



EXHIBIT 1

EXHIBIT 2

231-237 Pennsylvania Avenue West

Structure and vacant portion of property



View of rooftop



EXHIBIT 3

Architectural Details

Relief work



Corbels

